

# DRAFT



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
May 9, 2022

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Bolston Jones; Soheila Bana; Scott Gordon; Jami Morritt, Clerk of the Board's Office; Jill Ray, District II Supervisors Office; Lauren Hull, Clerk of the Board's Office; Bhupen Amin; Lewis Broschard, CCCFPD Chief; Aaron McAlister, Deputy CCCFPD Chief; Alex Khu; Dawn Morrow, District III Supervisors Office; Ruth Fernandez; Unidentified Caller 1

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

***No one requested to speak during the general public comment period.***

3. RECEIVE and APPROVE the Record of Action for the April 11, 2022 IOC meeting.

***The Committee approved the April 11, 2022 Record of Action as presented.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

4. RECOMMEND to the Board of Supervisors the reappointment of Scott Gordon to the Board of Supervisors Appointee Seat #4 on the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term of July 1, 2022 through June 30, 2025.

***Staff presented the report and recommendation. The Committee decided to recommend the reappointment of Scott Gordon to the Board of Supervisors Appointee Seat #4 on the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term of July 1, 2022 through June 30, 2025.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

5. INTERVIEW applicants for the pending vacant At Large #1 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to a four-year term beginning July 1, 2022 and ending June 30, 2026.

***The Committee interviewed the two applicants and decided to recommend the reappointment of Bhupen Admin to the At Large #1 seat on the County Planning Commission to a four-year term beginning July 1, 2022 and ending June 30, 2026. The Committee encouraged Mr. Jones to attend meetings of the advisory bodies that most interest him and to contact his district supervisor to explore additional volunteer opportunities.***

***One unidentified caller expressed concerns about potential conflicts of interest between Mr. Amin's professional interests and his role on the County Planning Commission. The Committee explained the process of recusal when a real or perceivable conflict of interest arises and also explained the many safeguards in place to ensure that conflicts of interest are identified and avoided. The caller also was concerned that she could not find the Planning Commission agendas on the public website. The Committee and staff directed her to the relevant pages on the County website.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

6. CONSIDER options and staff recommendations for modification to the composition of, and delegation of duties to, the Contra Costa County Fire Protection District Advisory Fire Commission.

***Julie Enea presented the staff report. The Committee directed staff to prepare a Board recommendation to designate that the At Large #2 seat represent the county area formerly served by the East Contra Costa Fire Protection District and the At Large #1 seat represent all remaining areas within the Fire District.***

***The Committee directed the Fire Chief to present to the AFC the staff recommendations to modify the duties and responsibilities of the AFC and report back to the Board of Directors in June with final recommendations, noting that the AFC bylaws would likely need to be updated.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

7. 1. ACCEPT the 2021/22 Triennial Review Phase II Report and specific recommendations summarized below:
- a. DIRECT the County Administrator to continue implementation of Phase III of the third cycle of the Triennial Review process for the remaining advisory bodies.
  - b. CONSIDER referring minor suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
    - i. Contra Costa Planning Commission
    - ii. Contra Costa Council on Homelessness
    - iii. East Richmond Heights Municipal Advisory Council
    - iv. El Sobrante Municipal Advisory Council
    - v. Mental Health Commission
  - c. CONSIDER referring minor suggestions about disability access agenda language and disclosures to the following advisory bodies:
    - i. Contra Costa Planning Commission
    - ii. Contra Costa Council on Homelessness
    - iii. Bay Point Municipal Advisory Council
    - iv. East Richmond Heights Municipal Advisory Council
    - v. El Sobrante Municipal Advisory Council
  - d. RECOMMEND that the following independent or quasi-independent bodies consider posting agendas on the AgendaCenter section of the county website to increase transparency and ease of access to information for the public:
    - i. First 5 Contra Costa Children and Families Commission

- ii. In-Home Supportive Services Public Authority Advisory Committee
- e. DIRECT the following advisory bodies to post agendas to the AgendaCenter section of the county website to comply with Resolution No. 2020/1:
  - i. Diablo Municipal Advisory Council
- f. DIRECT the Clerk of the Board's Office to work with the following advisory bodies to develop ways to increase recruitment efforts to address membership challenges and high seat vacancy rates:
  - i. Family and Children's Trust Committee
  - ii. In-Home Supportive Services Public Authority Advisory Committee
  - iii. Local Planning and Advisory Council for Early Care and Education

***Lauren Hull presented the staff report. The Committee accepted the report and approved the staff recommendations.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

- 8. The next meeting is currently scheduled for June 13, 2022.

***The Committee confirmed the next meeting date of June 13.***

- 9. Adjourn

***Chair Burgis adjourned the meeting at 11:35 a.m.***

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For Additional Information Contact:

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